

THE TOPANGA COMMUNITY HOUSE
1440 North Topanga Canyon Boulevard
Post Office Box 652 Topanga, California 90290
+310-455-1980 FAX +310-455-8945

Application for Rental - Page 1 of 2

Go to <http://www.topangacommunityclub.org/rentalinfo06.htm> to see if the date(s) you want are available and to review the rental guidelines before filling out this form! (An * indicates that this information is required for an event that will be open to the public.)

Date of Application _____ Date(s) of Event/Rental _____

Name of Event/Rental _____

Type of Event/Rental _____

Contact Person/Company for Event/Rental _____

Daytime Phone _____ Evening Phone _____

Website _____ Contact E-mail Address _____

Expected number of People _____ Cars/Trucks (on-site parking is limited) _____

Time building should open _____ Time event begins _____

Time event ends _____ Time tenant will have vacated premises _____

Is this private? _____ *If public, will admission be charged? _____ *How much? _____

*How will it be advertised? _____

*Where will it be advertised? _____

(All advertising must be reviewed and approved prior to publication)

Will rentals be delivered? _____ (If so, please discuss with scheduling agent for time - delivery will be refused if outside event rental time.)

Will food be served? _____ Will the TCH kitchen be used? _____

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Will it be Catered? _____ Name of Caterer _____

Contact/Telephone of Caterer _____

Kitchen use necessary? _____ Refrigerator ? _____ Freezer? _____ Oven? _____

Will there be alcoholic beverages? _____ Type: _____
(This may be allowed for SOME private events under strict guidelines and is NOT allowed for public event/rental. No "BYOB" under any circumstances.)

Will there be amplified sound? _____ (Sound levels must conform to County Noise Code)

*Will security be provided? _____ (Only a licensed and bonded security company is acceptable)

*Name Of Security Company _____

*Contact and Phone Number for Security Company _____

*Name of Insurance Company _____

*Policy # _____

*Contact and Phone Number for Insurance Company _____

Other _____

Note that it is YOUR responsibility to meet the TCH load-in, promotion, insurance, catering, event management, load-out, recycling, and cleanup requirements. NO dogs or animals are allowed on the Topanga Community House grounds. Have a nice day.